



REPORT OF THE ASSISTANT CHIEF EXECUTIVE (CORPORATE GOVERNANCE)

REPORT TO THE LICENSING SUB COMMITTEE

DATE: Monday 30th November 2009

SUBJECT: APPLICATION FOR THE GRANT OF A PREMISES LICENCE FOR:
Work Media Centre, 36 Whitehouse Street, Hunslet, Leeds, LS10 1AD.

Electoral Wards Affected:

City and Hunslet

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

This report informs members of an application for the grant of a premises licence for a premises situated at 36 Whitehouse Street, Hunslet, Leeds, LS10 1AD trading as Work Media Centre.

The responsible authorities are served with copies of the application by the applicant and Ward Members have been notified of the application.

1.0 Purpose of this Report

To advise Members of an application made under section 17 of the Licensing Act 2003 ("the Act") for a premises licence in respect of 35 Whitehouse Street, Hunslet, Leeds, LS10 1AD. The Licensing Sub-Committee is required to consider this application due to the receipt of representations.

2.0 History of Premises

2.1 The premises known as Work Media Centre currently have the benefit of a premises licence at 36 Whitehouse Street however, the proposed variation was so vast in regards to the extension of size to the premises that a variation would not suffice and that a new application would need to be applied for.

The premises originally applied for a licence in March 2008 where alcohol and regulated entertainment were applied for and granted, since that original application two further variation applications have been submitted to allow the premises to open longer for licensable activities and seasonal variations and to add further areas for activities to take place.

The premises operates as a space for artists, musicians, photographers and other media related persons to rehearse and perform. The licence allows the premises to sell alcohol and carry out a wide range of performances and exhibitions.

2.2 The premises currently have the benefit of a premises licence issued under the Licensing Act 2003 for the following activities:

- Sale by Alcohol for consumption ON and OFF the premises
- Plays
- Films
- Live Music
- Recorded Music
- Dance
- Making Music
- Dancing
 - Sun – Thurs 07:00 – 03:00
 - Fri & Sat 07:00 – 06:59
- Late Night Refreshment
 - Sun – Thurs 23:00 – 03:00
 - Fri & Sat 23:00 – 05:00

2.3 A copy of the existing licence is attached as **Appendix A** to this report

3.0 The Application

3.1 The applicant is Mr Graham Higgins.

3.2 The location and the proximity to neighboring premises can be seen on the map provided; Members attention is drawn to **Appendix B**.

3.3 A copy of the application and operating schedule are attached as **Appendix C** to this report. For the assistance of members, the Operating Schedule shows:

i) Proposed licensable activities

- Sale by Alcohol for consumption ON and OFF the premises
- Plays
- Films
- Live Music
- Recorded Music
- Dance
- Making Music
- Dancing
- Late Night Refreshment

ii) Proposed hours of licensable activities

The proposed hours of licensable activities are as follows:

- Sale by Alcohol for consumption ON and OFF the premises
 - Plays
 - Films
 - Live Music
 - Recorded Music
 - Dance
 - Making Music
 - Dancing
- Sun – Thurs 07:00 – 03:00
Fri & Sat 07:00 – 06:59
- Late Night Refreshment
- Sun – Thurs 23:00 – 03:00
Fri & Sat 23:00 – 05:00

iii) Proposed times when the premises is open to the public

The premises propose to open to the public between the following hours:

Sun – Thurs 07:00 – 03:00
Fri & Sat 07:00 – 06:59

iv) Steps to promote licensing objectives

The applicant proposes to take specific steps to promote the licensing objectives identified in section “P” of the application form.

4.0 Relevant Representations

4.1 Under the Act representations can be received from responsible authorities or interested parties. Representations must be relevant and, in the case of an interested party, must not be frivolous or vexatious.

4.2 Interested Parties have made the following representations:

- West Yorkshire Police – Full Objection

Members are invited to consider **Appendix D** of this report.

- Leeds City Council Environmental Health

Members are invited to consider **Appendix E** of this report.

- Leeds City Council Health and Safety

Members are invited to consider **Appendix F** of this report.

Following discussions between the applicant and Leeds City Council Environmental Health and Health and Safety agreements have been reached. Consequently the parties have withdrawn their representations on the understanding that the agreed conditions will be placed on the premise licence.

5.0 Matters Relevant to the Application

5.1 Members of the Licensing sub committee must make decisions with a view to promoting the licensing objectives which are:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

5.2 In making their decision, Members are obliged to have regard to the national Guidance and the Council's Licensing Policy. Members will be aware they must also have regard to the relevant representations made and evidence they hear.

6.0 Options Available to Members

6.1 The licensing sub-committee must take such of the following steps as it considers necessary for the promotion of the licensing objectives:

- Grant the application as requested.
- Grant the application whilst imposing additional conditions and/or altering in any way the proposed operating schedule
- Refuse to specify the said person as the Designated Premises Supervisor.
- Reject whole or part of the application

6.2 Members of the Licensing sub committee are asked to note that they may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be necessary in order to promote the licensing objectives.

Background Papers

- Guidance issued under s182 Licensing Act 2003
- Leeds City Council Licensing Policy



Premises Licence
Leeds City Council

Licence Issued By:

On: 11th May 2009

N
25

Jackson:

Nicole Jackson
Assistant Chief Executive (Corporate Governance)

Premises Licence Number

PREM/02594/V02

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

Work Media Centre Cafe
36 Whitehouse Street
Hunslet
Leeds
LS10 1AD

Telephone number 0113 2500150

Where the licence is time limited the dates

N/A

Licensable activities authorised by the licence

Sale by retail of alcohol
Provision of late night refreshment
Performance of a play
Exhibition of a film
Performance of live Music
Performance of recorded music
Performance of dance
Provision of facilities for making music
Provision of facilities for dancing

Times the licence authorises the carrying out of licensable activities

Sale by retail of alcohol

Monday to Thursday 07:00 - 03:00
Friday & Saturday 07:00 - 06:59
Sunday 07:00 - 03:00

Provision of late night refreshment

Monday to Thursday 23:00 - 03:00
Friday & Saturday 23:00 - 05:00
Sunday 23:00 - 03:00

Performance of a play

Monday to Thursday 07:00 - 03:00
Friday & Saturday 07:00 - 06:59
Sunday 07:00 - 03:00

Exhibition of a film

Monday to Thursday 07:00 - 03:00
Friday & Saturday 07:00 - 06:59
Sunday 07:00 - 03:00

Performance of live Music

Monday to Thursday 07:00 - 03:00
Friday & Saturday 07:00 - 06:59
Sunday 07:00 - 03:00

Performance of recorded music

Monday to Thursday 07:00 - 03:00
Friday & Saturday 07:00 - 06:59
Sunday 07:00 - 03:00

Performance of dance

Monday to Thursday 07:00 - 03:00
Friday & Saturday 07:00 - 06:59
Sunday 07:00 - 03:00

Provision of facilities for making music

Monday to Thursday 07:00 - 03:00
Friday & Saturday 07:00 - 06:59
Sunday 07:00 - 03:00

Provision of facilities for dancing

Monday to Thursday 07:00 - 03:00
Friday & Saturday 07:00 - 06:59
Sunday 07:00 - 03:00

Non Standard Timings

Until 10 am on Easter, May Day, Spring Bank and August Bank Holidays including preceding day and New Years Eve.

The opening hours of the premises

Monday	07:00 - 03:00
Tuesday	07:00 - 03:00
Wednesday	07:00 - 03:00
Thursday	07:00 - 03:00
Friday	07:00 - 06:59
Saturday	07:00 - 06:59
Sunday	07:00 - 03:00

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Alcohol is supplied for consumption both on and off the Premises

Annex 1 – Mandatory conditions

Only individuals licensed by the Security Industry Authority may be used at the premises to guard against:-

- a. unauthorised access or occupation (e.g. through door supervision), or
- b. outbreaks of disorder, or
- c. damage

No supply of alcohol may be made under this licence

- a. At a time when there is no designated premises supervisor in respect of the premises licence, or
- b. At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Annex 2 – Conditions consistent with the Operating Schedule

Conditions undertaken by the applicant

The prevention of Crime and Disorder

Trained SIA registered doorstaff.

An attendance log will be maintained.

CCTV

No entry for drunk, violent or threatening behaviour.

ID check for less than 21.

Search condition of entry.

Public Safety

Immediate spillage clean up policy.

Notice warning of noise levels and effects including strobes - earplugs available.

Daily safety checks

Fire training for staff including evaluation of disabled areas.

Notice saying that there is to be removal of glass of bottles off the premises.

Sound equipment is to be linked to the fire alarm.

The prevention of public Nuisance

Sound report and limiting equipment ensures sound inaudible at nearest sensitive property.

Managed entry and leaving including taxi assistance.

Notices requesting thoughtful quiet arrival and departure.

The Protection of Children from Harm

No activities of an adult nature.

No children admitted without adult companion.

Conditions agreed with West Yorkshire Police

Operate an effective CCTV system to be maintained in accordance with guidelines issued by West Yorkshire Police. The footage must be maintained for at least 31 days and made available on request to police or Leeds City Council enforcement officers.

Where 'advertised' events for the wider public are planned written notice must be served upon the police licensing department no less than 10 working days prior to the scheduled event. The written notice should include details of acts performing, security measures in place and expected numbers attending.

A secure receptacle to the standard as required by West Yorkshire Police must be provided in a restricted part of the building for staff to deposit drugs and weapons.

Implement a dispersal policy agreed with West Yorkshire Police.

Licence holders must have a written search policy for those entering the premises and all members of staff must be acquainted with this policy.

The DPS shall maintain an incident Report Register within which staff must record any incident which has occurred on the premises.

The Incident Report Register must be retained on the premises for a period of one year, taken from the date of the last entry, and include the following:

- a) consecutively numbered pages
- b) the date and time of any incident
- c) the nature of the incident
- d) the full names/s of staff involved including the badge number of any door staff and to whom the incident was reported, including the names and numbers of any police officers who attended the scene of the incident was reported, including the names and numbers of any police officers who attended the scene of the incident and details of any witness/es

Incidents Report Registers shall be produced for immediate inspection on request by any police officer or licensing enforcement officer from Leeds City Council.

All current conditions on Prem/02594 to remain on any varied licence.

Where the premises intends to use the 24 hours supply of alcohol applied for (effectively permitting it to operate from 7am on Friday until 3am on a Monday morning) 7 days notice in writing of such an intention must be submitted to the police licensing officer at Millgarth.

The written notice must include a full risk assessment of any event taking place.

Conditions agreed with Leeds City Council Environmental Health

Noise and Vibration

1. Ensure that no nuisance is caused by noise or vibration emanating from the premises.

2. There shall be no external loudspeakers.

3. Clear and legible notices shall be displayed at exits and other circulatory areas requesting patrons to leave the premises having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and snit social behaviour. The activity of persons leaving the premises shall be monitored and they shall be reminded to leave quietly where necessary.

4. A facility shall be provided for customers to order taxis and telephone numbers for taxi firms shall be displayed in a prominent location. Where possible there should be a liaison with a taxi firm to ensure that a ready supply of transport and thereby reduce disturbance. To prevent disturbance a waiting area within the premises shall be displayed.

5. Noise from the premises shall be inaudible at the nearest noise sensitive premises (i) after 23:00 hours and (ii) at any time when entertainment, as defined by paragraph 2 of schedule 1 of the Licensing Act 2003, takes place on more than 30 occasions per year.

Conditions agreed with Leeds City Council Health and Safety

Before opening to the public, checks will be undertaken to ensure all access to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises is open.

Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.

A suitably trained and competent person must ensure regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact are undertaken. Records of these safety checks must be kept and made available at the request of an authorised officer.

Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.

Permanent installations comply. Suitable individual records and copy of safety policy will be provided for performers.

A suitably trained first aider or appointed person will be provided at all times when the premises are open.

Adequate and appropriate First Aid equipment and materials will be available on the premises.

A procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will appropriately trained in such procedures.

Annex 3 – Conditions attached after a hearing by the licensing authority

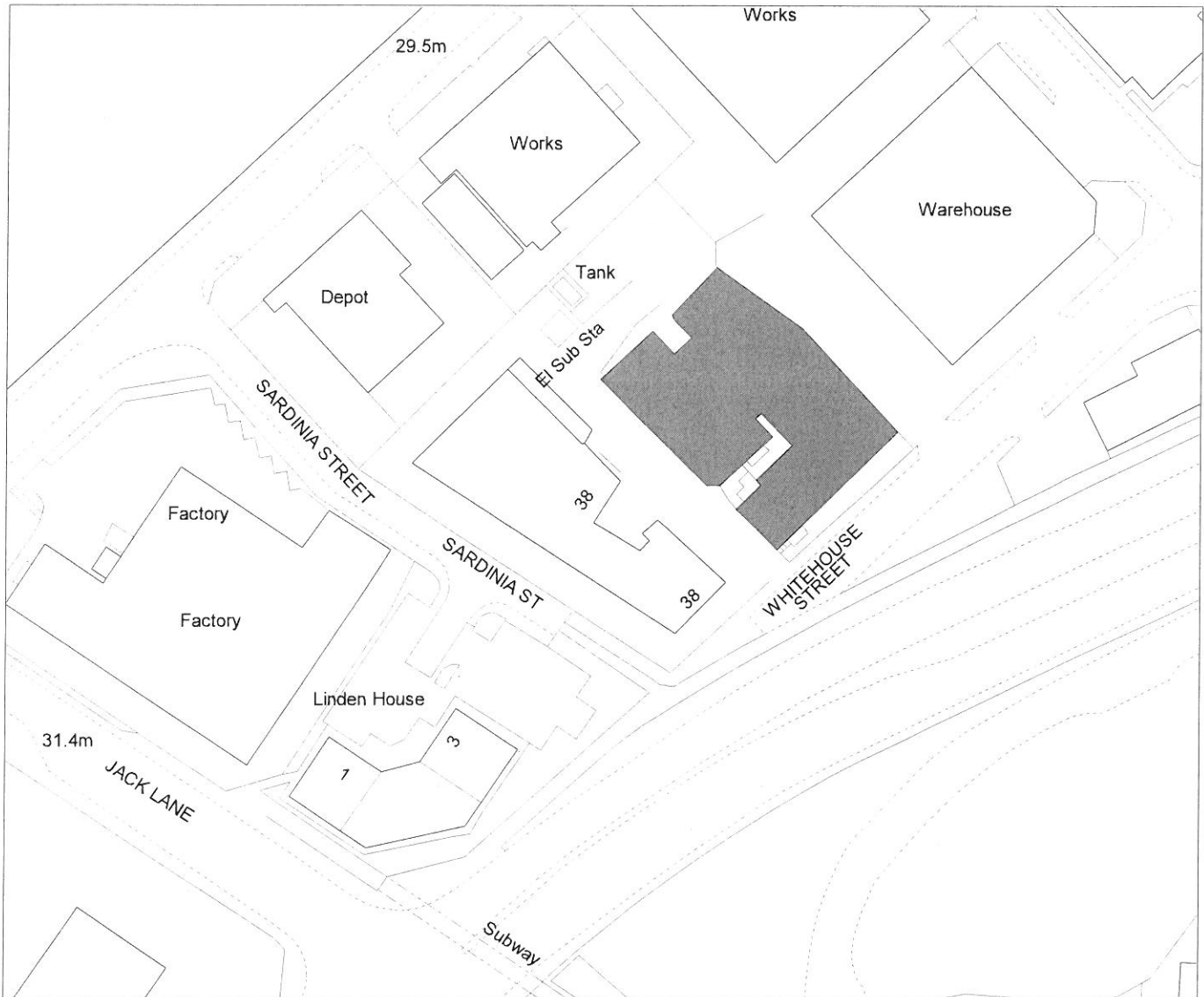
Not Applicable

Annex 4 – Plans

The plans for these premises are as those submitted with the application. A copy of which is held by Leeds City Council Licensing Authority.

Premises Licence Number: 02803

Work Media Centre, 36 Whitehouse Street, Hunslet, Leeds, LS10 1AD



Miles 0.0025 0.005 0.0075 0.01 0.0125 0.015 0.0175 0.02 0.0225 0.025 0.0275 0.03 0.0325 0.035

This map is based upon the Ordnance Survey's Digital Data with the Permission of the Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office

© Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings

Leeds City Council O.S. Licence No 100019567
© Crown Copyright all rights reserved

Date:	19 November 2009
Scale:	1:356

Entertainment Licensing, Leeds City Council, Civic Hall, Leeds, LS1 1UR

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We GRAHAM HIGGINS
(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 - Premises details

Postal address of premises or, if none, ordnance survey map reference or description	
WORK MEDIA CENTRE 36 WHITEHOUSE ST HUNSLET	
Post Town	LEEDS
Postcode	LS10 1AD

Telephone number at premises (if any) 0113 2448088

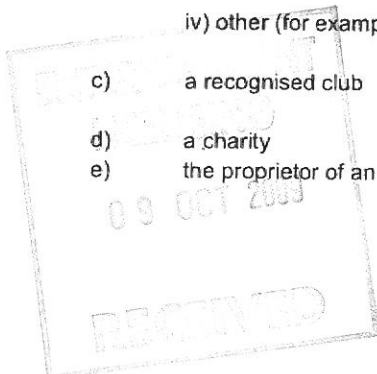
Non-domestic rateable value of premises £ 57,050

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

Please tick Yes

- | | |
|---------------------------------------------------|-----------------------------------------------------------------|
| a) An individual or individuals* | <input checked="" type="checkbox"/> please complete section (A) |
| b) a person other than an individual* | |
| i) as a limited company | <input type="checkbox"/> please complete section (B) |
| ii) as a partnership | <input type="checkbox"/> please complete section (B) |
| iii) an unincorporated association or | <input type="checkbox"/> please complete section (B) |
| iv) other (for example, a statutory corporation) | <input type="checkbox"/> please complete section (B) |
| c) a recognised club | <input type="checkbox"/> please complete section (B) |
| d) a charity | <input type="checkbox"/> please complete section (B) |
| e) the proprietor of an educational establishment | <input type="checkbox"/> please complete section (B) |



- f) a health service body please complete section (B)
- g) a person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an Independent hospital please complete section (B)
- h) the chief officer of a police force in England & Wales please complete section (B)

*If you are applying as a person described in (a) or (b), please confirm:

- I am carrying on or proposing to carry on a business which involves the premise for licensable activities, or:
- I am making the application pursuant to a
 - statutory function or Please tick Yes
 - a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr Mrs Miss Ms Other title
(Rev, Dr, etc)

Surname: First Name:

I am 18 years old or over. Please tick Yes

Current postal address if different from premises address

Post Town Postcode

Daytime contact telephone number

E-mail address (optional)

Part 3 - Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
29	10	2009

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day	Month	Year

If more than 5000 people are expected to attend the premises at any one time, please state the number expected to attend.

Please give a general description of the premises (please read guidance note 1)

MEDIA CENTRE. WITH ARTIST STUDIOS
PHOTOVISUAL STUDIOS MUSIC STUDIOS
'CREATIVE' BUSINESS CENTRE AND
ALTERNATIVE VENUE FACING A
BUSY DUAL CARRIAGEWAY / FLYOVER
WITH INDUSTRIAL PROPERTIES TO
THE SIDES AND REAR

What licensable activities do you intend to carry on from the premises?
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment:

- | | Please tick ✓ Yes |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H) | <input type="checkbox"/> |

Provision of entertainment facilities for:

- | | |
|------------------------------------------------------------------------------------------------------------|-------------------------------------|
| i) making music (if ticking yes, fill in box I) | <input checked="" type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J) | <input checked="" type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j)(if ticking yes, fill in box K) | <input type="checkbox"/> |

L) Provision of late night refreshment (if ticking yes, fill in box L)

M) Supply of alcohol (if ticking yes, fill in box M)

In all cases, complete boxes N, O, and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors
Day	Start	Finish		Outdoors
Mon	07:00	03:00	Please give further details here (please read guidance note 3) AMPLIFIED MUSIC MAY BE PLAYED WITH SUITABLE LIMITING DEVICE IF OUT DOORS State any seasonal variations for performing plays (please read guidance note 4)	Both <input checked="" type="checkbox"/>
Tue	07:00	03:00		
Wed	07:00	03:00		
Thurs	07:00	03:00		
Fri	07:00	06:59		Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5). UNTIL 07:00 ON EASTER MAYDAY SPRING BANK AND AUGUST BANK HOLIDAYS INCLUDING PRECEDING DAYS AND NEW YEARS EVE
Sat	07:00	06:59		
Sun	07:00	03:00		

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors
Day	Start	Finish		Outdoors
Mon	07:00	03:00	Please give further details here (please read guidance note 3) AMPLIFIED MUSIC MAY BE PLAYED WITH SUITABLE LIMITING DEVICE IF OUT DOORS State any seasonal variations for the exhibition of films (please read guidance note 4)	Both <input type="checkbox"/>
Tue	07:00	03:00		
Wed	07:00	03:00		
Thurs	07:00	03:00		
Fri	07:00	06:59		Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5). UNTIL 07:00 ON EASTER MAYDAY SPRING BANK AND AUGUST BANK HOLIDAYS INCLUDING PRECEDING DAYS AND NEW YEARS EVE
Sat	07:00	06:59		
Sun	07:00	03:00		

E

Live Music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	07:00	03:00	Please give further details here (please read guidance note 3) AMPLIFIED MUSIC MAY BE PLAYED WITH SUITABLE LIMITING DEVICE IF OUT DOORS	Both	<input checked="" type="checkbox"/>
Tue	07:00	03:00			
Wed	07:00	03:00		State any seasonal variations for the performance of live music (please read guidance note 4)	
Thurs	07:00	03:00			
Fri	07:00	06:59		Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5).	
Sat	07:00	06:59		UNTIL 7:00 ON EASTER, MAY DAY SPRING BANK AND AUGUST BANK	
Sun	07:00	03:00		HOLIDAYS INCLUDING PRECEDING DAYS AND NEW YEARS EVE	

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	07:00	03:00	Please give further details here (please read guidance note 3) AMPLIFIED MUSIC MAY BE PLAYED WITH SUITABLE LIMITING DEVICE IF OUT DOORS	Both	<input checked="" type="checkbox"/>
Tue	07:00	03:00			
Wed	07:00	03:00		State any seasonal variations for playing recorded music (please read guidance note 4)	
Thurs	07:00	03:00			
Fri	07:00	06:59		Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5).	
Sat	07:00	06:59		UNTIL 7:00 ON EASTER, MAY DAY SPRING BANK AND AUGUST BANK	
Sun	07:00	03:00		HOLIDAYS INCLUDING PRECEDING DAYS AND NEW YEARS EVE	

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Day	Start	Finish		
Mon	07:00	03:00	Please give further details here (please read guidance note 3) AMPLIFIED MUSIC MAY BE PLAYED WITH SUITABLE LIMITING DEVICE IF OUT DOORS	
Tue	07:00	03:00		
Wed	07:00	03:00	State any seasonal variations for the performance of dance (please read guidance note 4)	
Thurs	07:00	03:00		
Fri	07:00	06:59	Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5). UNTIL 7:00 ON EASTER MAYDAY SPRING BANK AND AUGUST BANK HOLIDAYS INCLUDING PRECEDING DAYS AND NEW YEARS EVE	
Sat	07:00	06:59		
Sun	07:00	08:00		

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing	
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	
Tue				
Wed			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)	
Thurs				
Fri			Non standard timings. Where you intend to use the premises for entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5).	
Sat				
Sun				

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing	
Day	Start	Finish		
Mon	07:00	03:00	Will the facilities for making music be indoors or outdoors or both - Please tick [Y] (Please read guidance note 2). Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input checked="" type="checkbox"/>	SPACE TO MAKE MUSIC
Tue	07:00	03:00		
Wed	07:00	03:00	Please give further details here (please read guidance note 3) AMPLIFIED MUSIC MAY BE PLAYED WITH SUITABLE LIMITING DEVICE IF OUT DOORS	
Thurs	07:00	03:00	State any seasonal variations for the provision of facilities for making music (please read guidance note 4)	
Fri	07:00	06:59		
Sat	07:00	06:59	Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list (please read guidance note 5). UNTIL 7:00 ON EASTER MAY DAY, SPRING BANK AND AUGUST BANK HOLIDAYS INCLUDING PRECEDING DAYS AND NEW YEARS EVE	
Sun	07:00	03:00		

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	
Day	Start	Finish		
Mon	07:00	03:00	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input checked="" type="checkbox"/>	SPACE TO DANCE
Tue	07:00	03:00		
Wed	07:00	03:00	Please give further details here (please read guidance note 3) AMPLIFIED MUSIC MAY BE PLAYED WITH SUITABLE LIMITING DEVICE IF OUT DOORS	
Thurs	07:00	03:00	State any seasonal variations for providing dancing facilities (please read guidance note 4)	
Fri	07:00	06:59		
Sat	07:00	06:59	Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5). UNTIL 7:00 ON EASTER MAY DAY SPRING BANK AND AUGUST BANK HOLIDAYS INCLUDING PRECEDING DAYS AND NEW YEARS EVE	
Sun	07:00	03:00		

K

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing	
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors
Mon				
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)	
Wed				
Thurs				
Fri			<u>State any seasonal variations for the Provision of facilities for entertainment of a similar description to that falling within J or K</u> (please read guidance note 4)	
Sat				
Sun			<u>Non standard timings. Where you intend to use the premises for the Provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list</u> (please read guidance note 5).	

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both - please tick [Y] (Please read guidance note 2)	
Day	Start	Finish		Indoors
Mon	23:00	03:00		<u>Please give further details here</u> (please read guidance note 3)
Tue	23:00	03:00	Outdoors <input type="checkbox"/>	
Wed	23:00	03:00	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)	Both <input checked="" type="checkbox"/>
Thurs	23:00	03:00		
Fri	23:00	06:59		
Sat	23:00	06:59	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5). UNTIL 7:00 ON EASTER MAYDAY SPRING BANK AND AUGUST BANK HOLIDAYS INCLUDING PRECEDING DAYS AND NEW YEARS EVE	
Sun	23:00	03:00		

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick [Y]) Please read guidance note 7).	On the premises <input type="checkbox"/>
Day	Start	Finish		Off the premises <input type="checkbox"/>
Mon	07:00	03:00	State any seasonal variations for the supply of alcohol (please read guidance note 4)	Both <input checked="" type="checkbox"/>
Tue	07:00	08:00		
Wed	07:00	03:00		
Thurs	07:00	03:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5). UNTIL 7:00 ON EASTER MAYDAY SPRINGBANK AND AUGUST BANK HOLIDAYS INCLUDING PRECEDING DAYS AND NEW YEARS EVE	
Fri	07:00	06:59		
Sat	07:00	06:59		
Sun	07:00	03:00		

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name GRAHAM HIGGINS

Address CLOW TREES 15 LEEDS ROAD RAWDON

Postcode LS19 6HQ

Personal Licensing Number (if known) _____

Issue Licensing Authority (if known) LEEDS

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

NOTHING OF THIS NATURE

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	07:00	03:00	<p>Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 5).</p> <p>UNTIL 07:00 ON EASTER MAYDAY SPRING BANK AND AUGUST BANK HOLIDAYS INCLUDING PRECEDING DAYS AND NEW YEARS EVE.</p>
Tue	07:00	03:00	
Wed	07:00	03:00	
Thurs	07:00	03:00	
Fri	07:00	06:59	
Sat	07:00	06:59	
Sun	07:00	03:00	

P

Describe the steps you intend to take to promote all four licensing objectives:
a) General--all four licensing objectives (b, c, d, e) (please read guidance note 9)

REGULAR SAFETY CHECKS
GOOD STAFF TRAINING

b) The prevention of crime & disorder

SIA. REG. DOORSTAFF WITH LOGIN. & INCIDENT REGISTER
DRUGSAFE
CCTV TO POLICE REQUIREMENT

c) Public safety

FIXTURE + FABRIC OF BUILDING CHECKS
WARNING NOTICES OF ANY HAZARDS
EARTHPLUGS AVAILABLE
FIRE ALARM
ALL ELECTRICS RCD PROTECTED + PAT TESTED

d) The prevention of public nuisance

STEWARDS TO PATROL OUTSIDE PREMISES TO
PROMOTE GOOD BEHAVIOR, COLLECT LITTER
AND CHECK NOISE LEVELS - NO OUTDOOR
LOUDSPEAKERS WITHOUT SUITABLE LIMITING
DEVICE -

e) The protection of children from harm

THOROUGH I.D. CHECKS
NO 'ADULT' EVENTS

- Please tick Yes
- I have made or enclosed payment of the fee
 - I have enclosed the plans of the premises
 - I have sent you copies of this application, and the plan to responsible authorities and others where applicable
 - I have enclosed the consent form produced by the individual I wish to be premises supervisor, if applicable
 - I understand that I must now advertise my application
 - I understand that if I do not comply with the above requirements, my application will be rejected.

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE OF UP TO LEVEL 5 ON THE STANDARD SCALE [£5000], UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4—Signatures (please read guidance note 10)

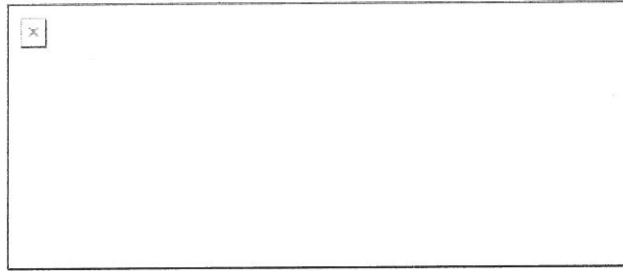
Signature of applicant or applicant's solicitor or other duly authorised agent. (see guidance note 11). If signing on behalf of the applicant, please state in what capacity.

Signature: Araham Higgins
 Date: 30/10/2009
 Capacity: DPS

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12) if signing on behalf of the applicant, please state in what capacity.

Signature: _____
 Date: _____
 Capacity: _____

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)	
Post Town	Postcode
Telephone number (if any)	
E-mail address (optional)	



**LEEDS POLICE LICENSING
DEPARTMENT
PART A**

MILLGARTH POLICE STATION
MILLGARTH STREET
LEEDS
LS2 7HX

Tel: 0113 2413072
Fax: 0113 2413123
Email: catherine.arkle@westyorkshire.pnn.police.uk
Website:

Graham Higgins
c/o Work Media Centre
36, Whitehouse Street
Leeds
LS10 1AD

Date: 5th November 2009

Subject: APPLICATION FOR A NEW PREMISES LICENCE – LETTER OF OBJECTION

Thank you for submitting your application for a premises licence for:

Name of venue: - Work Media Centre Cafe

Address: - 36, Whitehouse Street, Hunslet, Leeds, LS10 1AD

Unfortunately your application contains insufficient information on how you will achieve promotion of the licensing objectives. We cannot be satisfied at this stage that, if granted, the hours of operation and use of both indoors and outdoors for all applied activities would not adversely affect crime and disorder, public nuisance and public safety in the locality.

At this stage West Yorkshire Police formally oppose the application on the above grounds.

West Yorkshire Police first received an application for a premises licence at this site in April 2008. The basic premise of the application was for licensable activities to be enjoyed by individuals and groups working at or involved with the centre. The times applied for were relatively conservative compared with the new licence times applied for today. There was the intention to put on larger events for the wider public but only occasionally and with the use of Temporary Event Notices.

The next application received by West Yorkshire Police, on 22nd October 2008, was a variation to the granted licence PREM/02594. There was a marked increase in the hours applied for – 24 hours

for a Friday and a Saturday. For various reasons agreements were reached and the 24 hour application was reduced.

The next application to vary the premises licence was received on 2nd April 2009. The request for 24 hour opening on a Friday and Saturday was renewed. This was granted subject to certain conditions being complied with.

The current application is for a new premises licence. It was originally submitted as another variation to the existing licence but the changes were so great that variation was seen as unacceptable by Leeds City Council.

West Yorkshire Police have concerns regarding the scale of licensable activities requested in the current application, i.e. the application for a large outside area to be licensed, as well as the existing building, plus another inside area and effectively sales of alcohol, live music, recorded music and dancing to take place in the outside area. As you have pointed out in your application the premises are situated 'facing a busy dual carriageway and flyover'. You have applied for 24 hour licensable activities over a Friday and Saturday and consequently, if granted, would be able to operate from 07:00hrs on a Friday until 03:00hrs on a Monday morning both inside and out. We would have concerns over any events which were taking place outside whilst shoppers were making their way into Leeds over the weekend, driving into Leeds along the dual carriageway and flyover close to your premises. Not only would it be a distraction to drivers, there is also the potential for missiles to be thrown, depending on how well your outside activities are monitored.

Recently West Yorkshire Police have seen you move away from usual events for the public and become involved in an 'urban' festival on Saturday 31st October 2009. I did convey my concerns regarding this and the appearance of an act called Lethal Bizzle who has been associated with violence and knife crime in the past. Albeit there were no reports of violence, officers who attended when Mr. Bizzle arrived reported that he came with an entourage who initially refused to be searched. Should you continue to host such events (and should this new application be granted they would be on a large scale) we would have concerns regarding certain persons they may attract.

However, if any part of this application proves to be successful then we strongly recommend that the licensing authority impose all existing conditions from the 'Conditions agreed with West Yorkshire Police' section of Prem/02594/V02 on to any new licence, and that the following new measures also be included as conditions of the operating schedule to promote the licensing objectives in general.

At any time when outside areas are to be used for licensable activities the following shall apply:

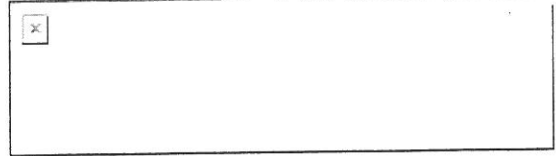
- **No less than 14 consecutive days written notice shall be given to West Yorkshire Police. This notice shall include a full risk assessment (numbers expected, what age and social disposition the event is likely to appeal to, security measures in place, including number of doorstaff, details of any promoters including their stage name, real name and date of birth, and details of acts performing);**
- **West Yorkshire Police will have the authority to reject any such written notice and cancel the proposed event should there be evidence to show a genuine risk to public safety. West Yorkshire Police shall provide written notice to the Premises Licence Holder of any such cancellation within no less than 10 consecutive days prior to the proposed event;**

- plastic or polycarbonate drinking vessels shall be used – there will be no glass, including bottles, allowed in the outside area;
- Any door staff company employed shall be ACS accredited suppliers.

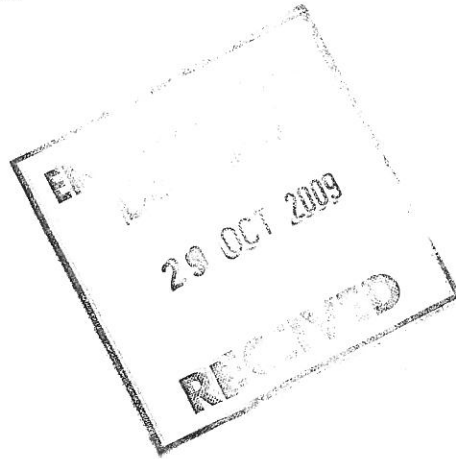
West Yorkshire Police would also ask that should a new licence be granted the existing Premises Licence, PREM/92594/V02, be surrendered.

Yours sincerely,

Cath Arkle
Divisional Licensing Officer
City and Holbeck Police



Mr Graham Higgins
15 Leeds Road
Rawdon
Leeds
LS19 6HQ



Environmental Protection Team
Leeds City Council
Kent Road
Pudsey
Leeds
LS28 9BN

Contact: M Bird
Tel: 0113 2146246
Fax:

Your reference:
Our reference: PREM/02803
29 October 2009

APPLICATION FOR LICENSED ACTIVITY

PART A

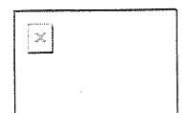
Thank you for submitting your application for licensed activities at:

NAME OF VENUE: WORK MEDIA CENTRE
ADDRESS: 36 WHITEHOUSE STREET, HUNSLET, LEEDS, LS10 1AD

We write to inform you we shall be objecting to your application and a copy of this letter will be sent to the licensing section of the Authority.

Leeds City Council's Health and Environmental Action Services are of the opinion your application contains insufficient information about how you intend to meet the licensing objective relating to public nuisance. Listed below are the particular items which we consider need incorporating into your operating schedule in order to meet the said licensing objectives.

If you are willing to adopt the measures to prevent public nuisance suggested in this letter then we shall withdraw our objection. However, I must advise you that if the opening hours as proposed under this application are different to those on the current planning approval, then you should also make an application for variation of hours to Planning Services if you have not already done so. If you operate without planning permission, this may result in a breach of the relevant planning condition. Should you wish to discuss this matter further, the Planning Service can be contacted on 0113 222 4409.



We also wish to inform you of your obligations under The Licensing Act 2003 and to assist you in addressing the issues raised in this letter. An application for conversion of an existing licence, variation of an existing licence or a new licence must promote the Licensing Objectives as prescribed in Section 4 (2) of the Act. These objectives are the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm. Environmental Health are primarily concerned with the prevention of public nuisance. However the onus is on applicants to provide information on any additional steps that they will take to promote the Licensing Objectives in relation to their applications for variations.

Should you agree with the Health and Environmental Action Services assessment of measures necessary to prevent public nuisance appropriate to your application please signify this in the declaration in part B of this letter and then return it to the Environmental Protection Team.

Premises Summary

The application premises is situated in a predominately commercial and industrial area, with the nearest residential premises being approximately 100m away on the other side of the busy Hunslet Distributor Road.

The proposed application for a Premises Licence is to include licensed activities; e.g. live music, recorded music and supply of alcohol; with activities taking place potentially 24 hours a day; and activities to take place both inside and outside the premises.

The applicant indicated that this application is designed to provide an outdoor entertainment space and include an area which he is hoping to purchase. However, it is also noted that this is a full application rather than a variation of the existing premises licence.

The proposed activities have the potential to cause significant disturbance to the nearest noise sensitive premises, despite the distance involved. The major potential coming from loud music and rowdy patrons in outside areas.

This Department has received a complaint of loud music coming from this premises. On the date in question the applicant advises that they were testing external speakers to try and determine if loud music can be played externally, and if so where. It would seem that extreme care is needed over the siting of any external activities and their loudness, if music is not to cause disturbance at the nearest noise sensitive premises. It is anticipated that the enclosed yard immediately to the North West of the main building is the most suitable for any external activities, as additional shielding will be provided by the buildings structure. It is also noted that the applicant is offering in his operating schedule that there will be "No outdoor loudspeakers without suitable limiting device".

Due to the lateness of operating hours applied for and the use of an outside area, I am not satisfied that the prevention of public nuisance in relation to noise will be adequately controlled by the operating schedule submitted by the applicant.

In view of the above circumstances this Department would recommend that the following measures to prevent public nuisance is relevant to the proposed application and should be considered at this location:

Noise and Vibration

1. Ensure that no nuisance is caused by noise or vibration emanating from the premises.
2. Noise from the premises shall be inaudible at the nearest noise sensitive premises (i) after 23:00 hours and (ii) at any time when entertainment, as defined by paragraph 2 of schedule 1 of the Licensing Act 2003, takes place on more than 30 occasions per year.
3. Licensed activities which are to take place outdoors, including the use of any external loudspeakers, shall be limited to the enclosed yard area immediately to the North West of the main building.
4. Any noise limiters provided for outdoor loudspeakers shall be to the satisfaction, and set in accordance with recommendations, of the Leeds City Council's Environmental Protection Team.
5. The Licence Holder and their designated premises supervisor will ensure that patrons use external areas in a manner which does not cause public nuisance to nearby residents and businesses in the vicinity.
6. Clear and legible notices shall be displayed at exits and other circulatory areas requesting patrons to leave the premises having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti social behaviour. The activity of persons leaving the premises shall be monitored and they shall be reminded to leave quietly where necessary.
7. A facility shall be provided for customers to order taxis and telephone numbers for taxi firms shall be displayed in a prominent location. Where possible there should be a liaison with a taxi firm to ensure that a ready supply of transport and thereby reduce disturbance. To prevent disturbance a waiting area within the premises shall be displayed.

SIGNED

Senior Environmental Health Officer

PART B

On behalf of (specify company name):

I am the applicant / representative authorised by the applicant (delete as appropriate)

In signing this document I agree with the measures to prevent public nuisance suggested by Leeds City Council's Health and Environmental Action Services and will operate in accordance with those measures at premises known as

Name of venue: Work Media Centre

(delete as appropriate)

and I would request that the Local Authority accept this letter signifying my wishes to incorporate the measures to prevent public nuisance into the operating schedule submitted as part of my application should it be granted, or

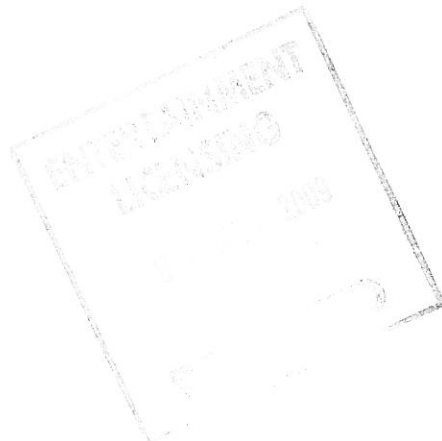
- Indicate alternative :

Signed	Graham Higgins
Date	3/11/2009

Print Name	GRAHAM HIGGINS
Full Address	CROOKTREES 15 LEEDS RD RAWDON LEEDS
Postcode	LS19 6HQ
Telephone number:	0113 2500150
Mobile:	07943 814078

Please return this document to:

Environmental Protection Team
 Leeds City Council
 Kent Road
 Pudsey
 Leeds
 LS28 9BN



Graham Higgins
36 Whitehouse Street
Hunslet
Leeds
LS10 1AD



Health and Safety Services
Leeds City Council
Millshaw Park Way
Churwell
Leeds
LS11 0LS

Contact: Ms C Copley
Tel: 0113 395 0686
Fax: 0113 247 6282
claire.copley@leeds.gov.uk
Your reference:
Our reference: PREM/02803
14 October 2009

Dear Sir/madam

Subject: APPLICATION FOR LICENSED ACTIVITY

PART A

Thank you for submitting your application for licensed activities at:

Name of venue:- Work Media Centre

Address: - 36 Whitehouse Street, Hunslet, Leeds LS10 1AD

Please return the signed Part B to arrive at our office no later than: 2 November 2009

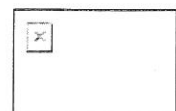
Leeds City Council's Health and Safety Service are of the opinion that your application contains insufficient information to allow us to assess how your application, if granted will affect the Licensing Objectives.

The document below contains additional measures which we, as Statutory Consultees, feel promote the Public Safety Objective in your premises and which you have not incorporated into your operating schedule.

If you are willing to incorporate the measures below into your operating schedule, to ensure public safety, you are required to indicate this by signing the attached PART B form and return it to the above address, by the date indicated. If the document is returned by the stated date with an agreement to incorporate all relevant conditions, a representation (objection) will not be submitted in respect of your licensed activity.

If you do not agree to these measures being incorporate into your operating schedule this letter will form part of a qualified objection at the relevant Council Committee Hearing.

The onus is on Applicants to provide information on any additional steps that they will take to promote the Licensing Objectives in relation to their applications for variations.



After assessing your application, we have concluded that the following measures to ensure public safety are relevant to your proposed activities and should be included in your operating schedule.

No	Potential Control Measures
	Public Safety 3 :- Management Arrangements
	Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.
	A suitably trained and competent person must ensure regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact are undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.
	Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.
	Public Safety 4 :- Fire/Electrical Safety
	Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.
	Public Safety 6 :- General Housekeeping
	A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner
	Public Safety 7 :- Refreshments
	Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scalds or burns to them.
	Public Safety 8 :- First Aid
	A suitably trained First Aider or appointed person will be provided at all times when the premises are open.
	Adequate and appropriate First Aid equipment and materials will be available on the premises.
	Public Safety 9 :- Special Effects
	Where strobes, lasers, smoke machines or any other special effects equipment may be used, a written health and safety policy covering all aspects of their use will be provided, and staff will be appropriately trained.
	No strobes, lasers, smoke machines or any other special effects, will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.

Claire Copley
Inspector of Health & Safety

PART B

On behalf of (specify company name):

I am the applicant / representative authorised by the applicant (delete as appropriate)

In signing this document I agree with the public safety measures suggested by Health & Safety Services and will operate in accordance with those measures at premises known as:

Work Media Centre
36 Whitehouse Street
Hunslet
Leeds
LS10 1AD

- would request that the Local Authority accept this letter signifying my wishes to incorporate the public safety measures into the licence should it be granted, or,
- I will resubmit the licence application incorporating the public safety measures into the operating schedule or risk assessment.
- Indicate alternative :

Signed

Chraham Higgins

Print Name

CHRISTIAN HIGGINS

Full Address

CLOWTLEES 15 LEEDS RD
RAWDON
LEEDS

Postcode

LS19 6HQ

Telephone number:

0113 2500150

Mobile:

07943 814078

Please return this document to: **INSPECTOR NAME: C A Copley**

Health & Safety Services
Leeds City Council
Millshaw Park Way
Churwell
Leeds LS11 0LS
Fax: 0113 247 6282